US Department of Defense Warning Statement

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed for used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests **not for your personal benefit or privacy.
- Nothwithstanding the above, this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

By clicking either link below, you are consenting to the monitoring and use statements above.

Notification Board

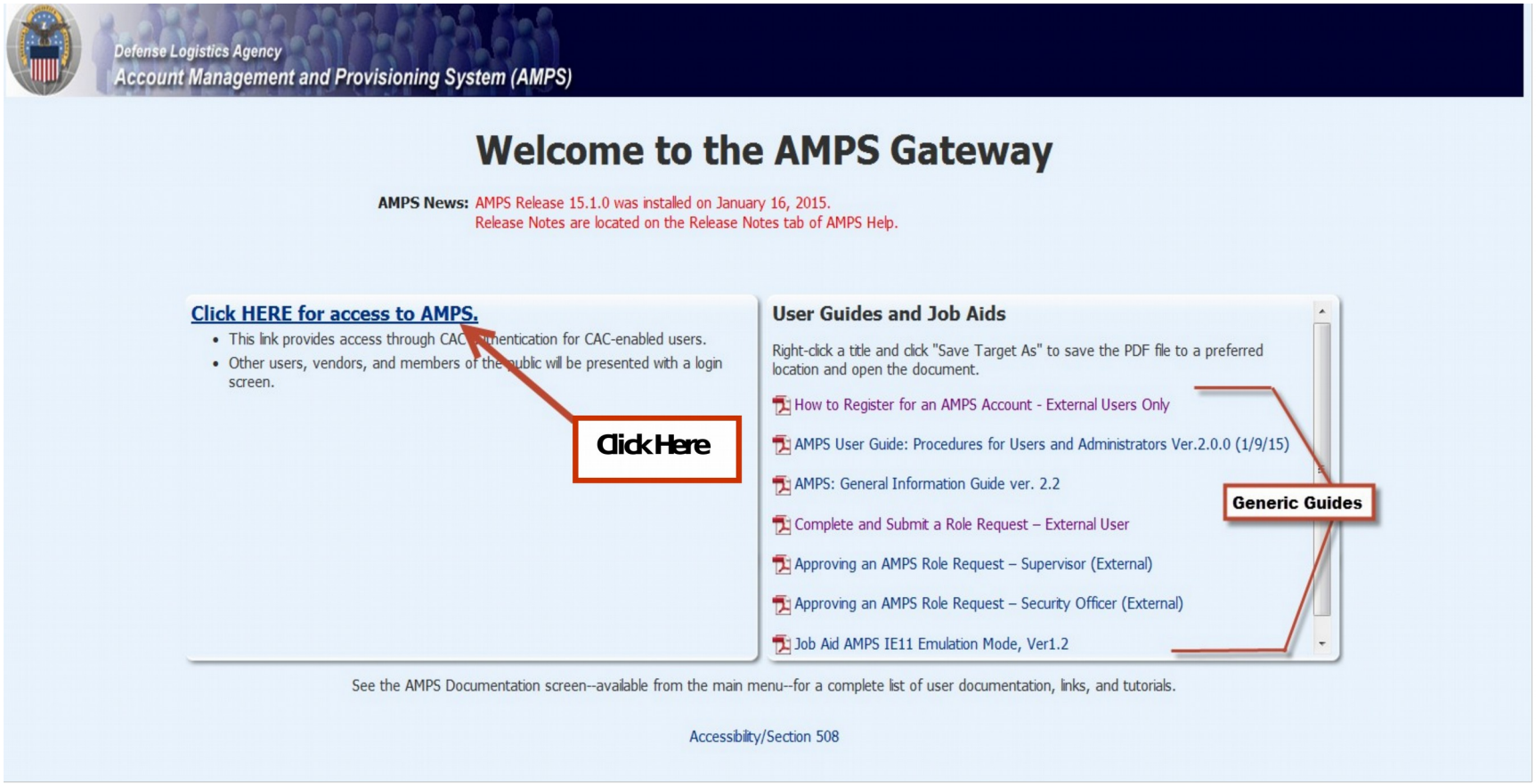
- **For access to the RBI eDocs application, Form 2875 must be submitted. If you are unfamiliar with this form or for routing information, instructions are available here.**
- **RBI eDocs Accounts must be accessed at least once every 30 days to avoid account Deactivation. Please log into your RBI eDocs account once every 30 days to avoid deactivation. Deactivated users will have to submit a new DD2875 to the Customer Interaction Center (CIC) Help Desk (J62BBDACS-RM@dla.mil) to have your account reactivated. After that date, you will be required to submit a new DD2875 to request a new account. Accounts not reactivated by that time will be deleted.**
- When authenticating within eDocs, you must use your CAC email certificate. If you have problems, please exit your browser and reopen, then select your email certificate. If this does not work, please contact the Customer Interaction Center (CIC) at DSN 877-[illegible]

RBI eDocs Search

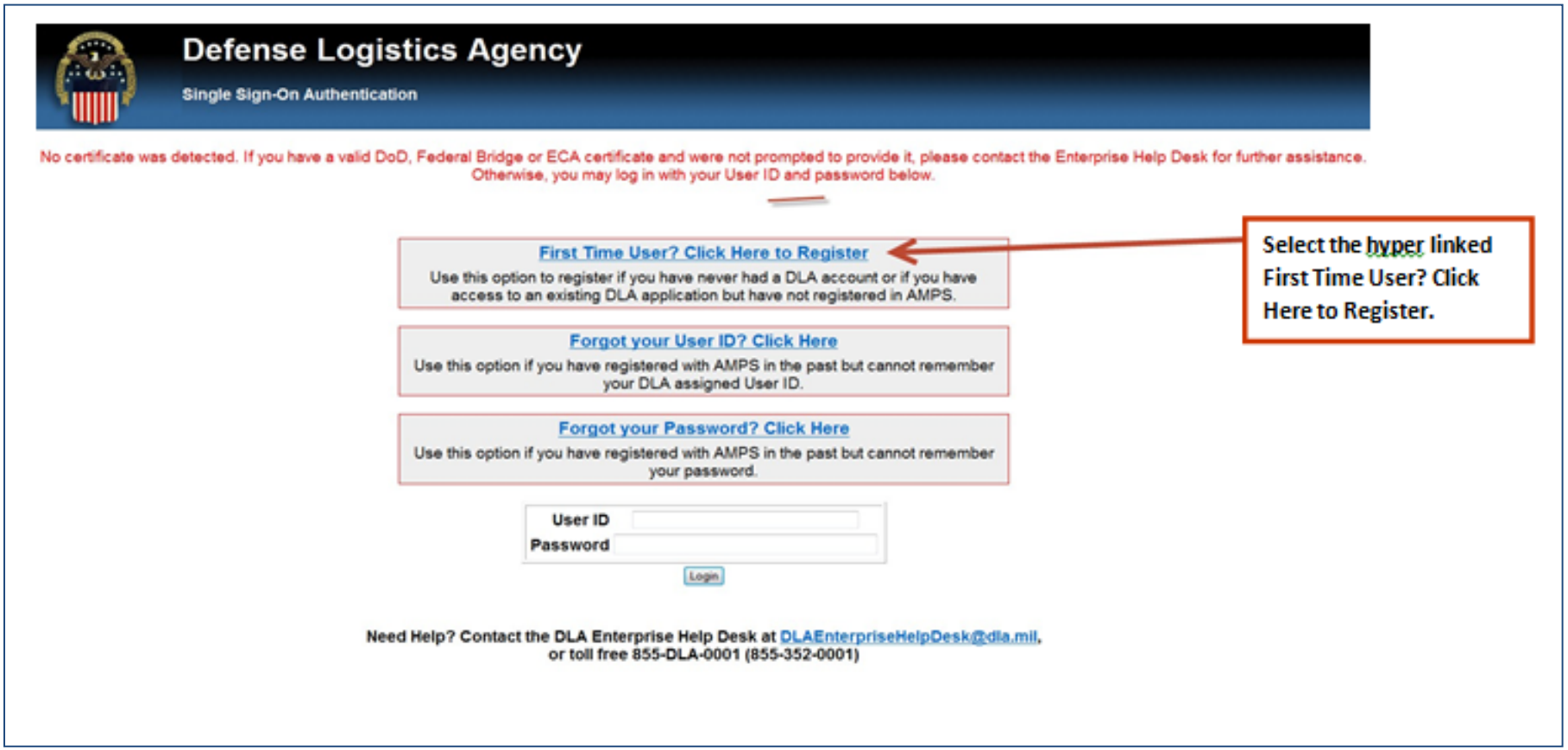
AMPS Guide for the
eDocs Search Role
RBI Prod – DACS RBI eDocs WebAPP
DACSRBI-4
Step 1

Step 1. Log into AMPS and create an account.

Go to: https://amps.dla.mil/oim

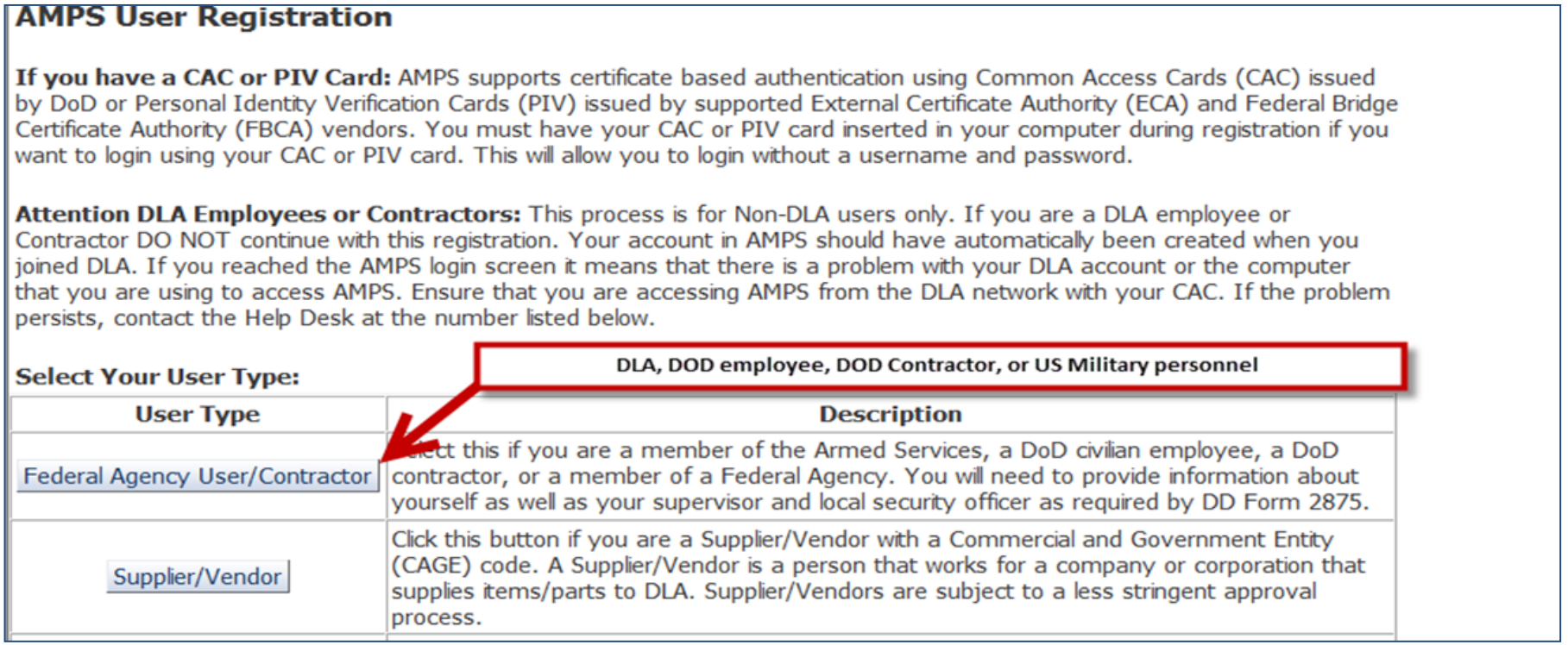

Defense Logistics Agency
Account Management and Provisioning System (AMPS)
Welcome to the AMPS Gateway
AMPS News: AMPS Release 15.1.0 was installed on January 16, 2015.
Release Notes are located on the Release Notes tab of AMPS Help.
Click HERE for access to AMPS.
This link provides access through CAC authentication for CAC-enabled users.
Other users, vendors, and members of the public will be presented with a login screen.
Click Here
User Guides and Job Aids
Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.
How to Register for an AMPS Account - External Users Only
AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)
AMPS: General Information Guide ver. 2.2
Complete and Submit a Role Request – External User
Approving an AMPS Role Request – Supervisor (External)
Approving an AMPS Role Request – Security Officer (External)
Job Aid AMPS IE11 Emulation Mode, Ver1.2
Generic Guides
See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.
Accessibility/Section 508

First Time User - Select Link: "First Time User? Click Here to Register"

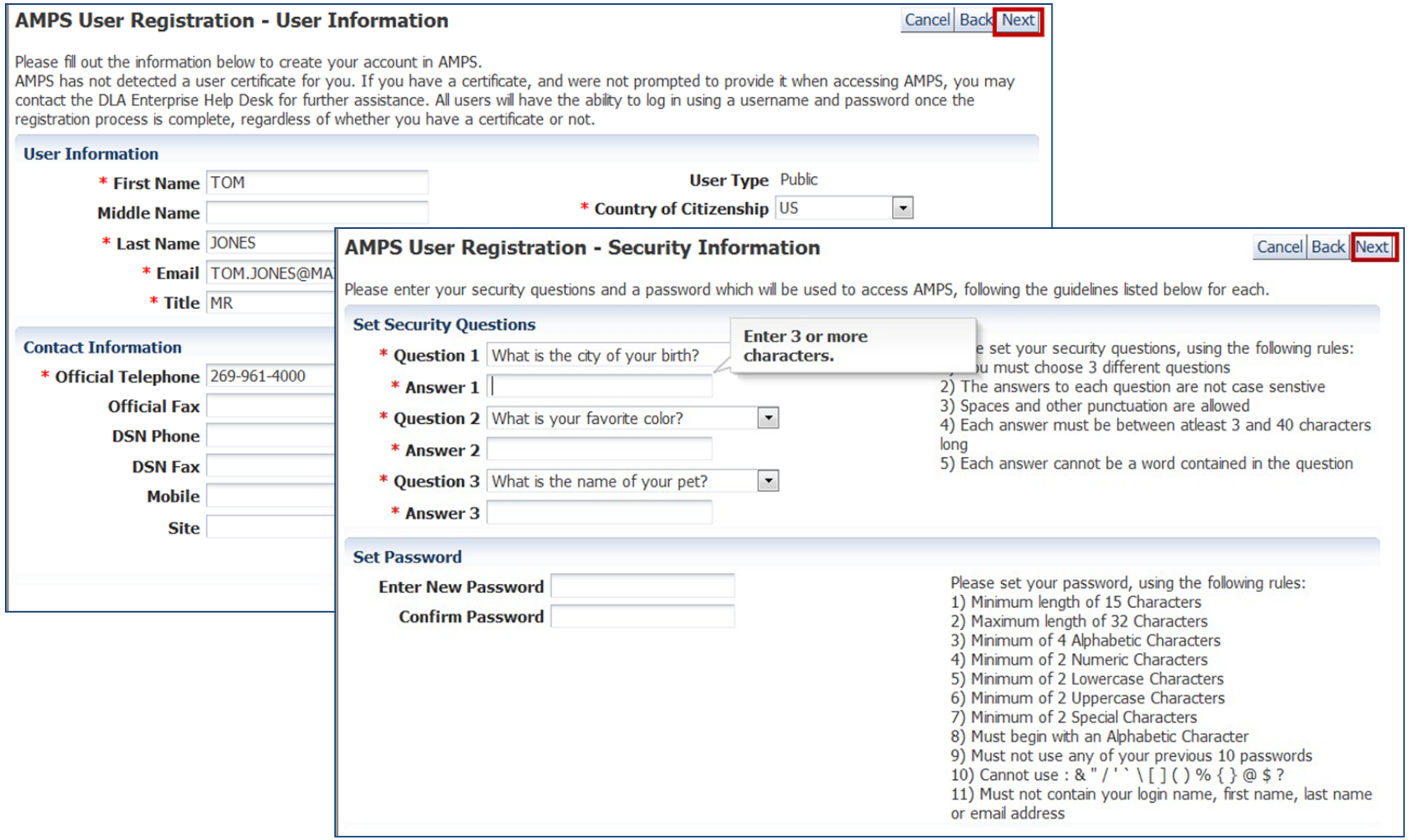

Defense Logistics Agency
Single Sign-On Authentication
No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.
First Time User? Click Here to Register
Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.
Forgot your User ID? Click Here
Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.
Forgot your Password? Click Here
Use this option if you have registered with AMPS in the past but cannot remember your password.
User ID
Password
Login
Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)
Select the hyper linked First Time User? Click Here to Register.

First Time User with a CAC

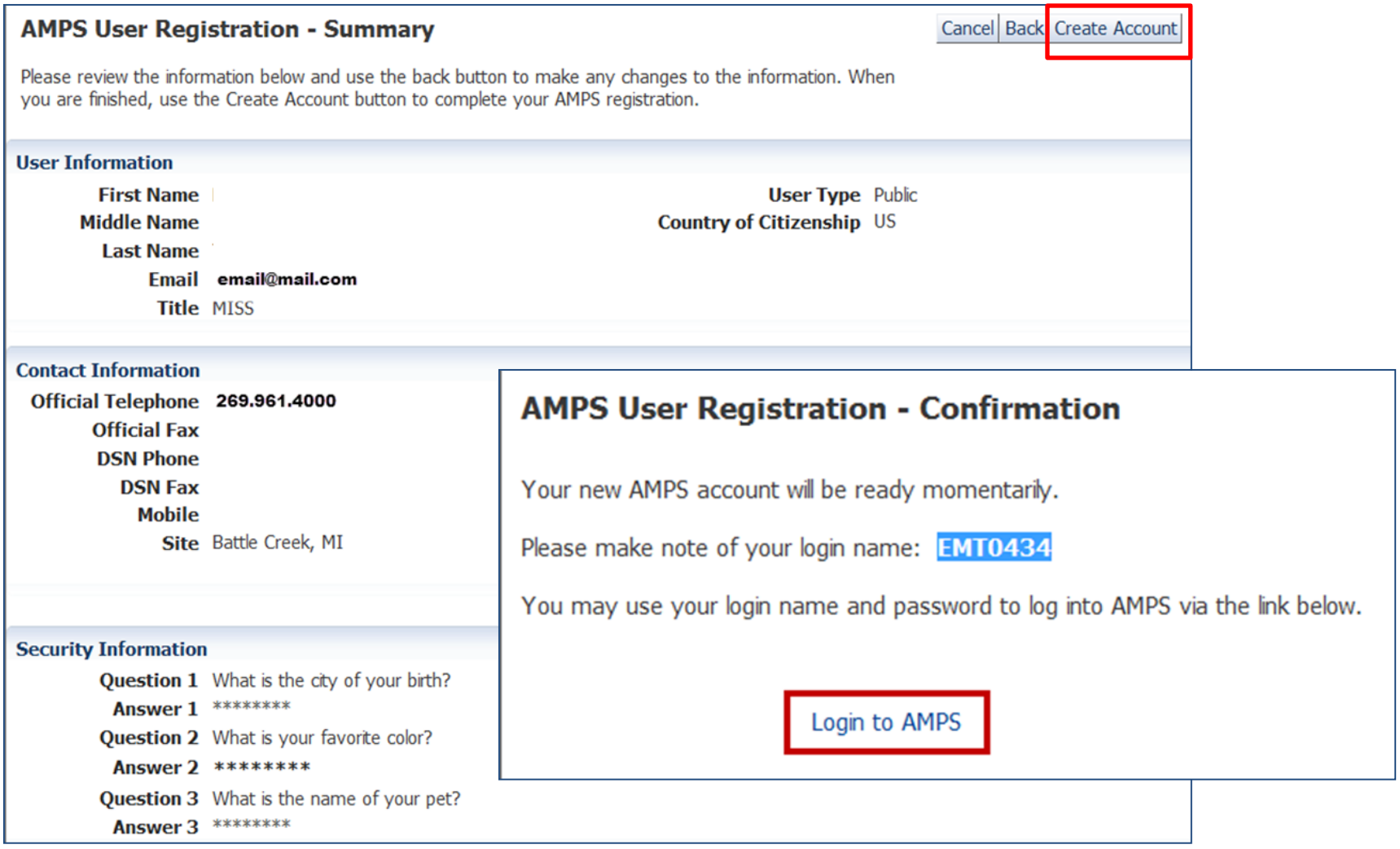
DOD employee, DOD Contractor, or US Military personnel select “Federal Agency User/ Contractor”


AMPS User Registration
If you have a CAC or PIV Card: AMPS supports certificate based authentication using Common Access Cards (CAC) issued by DoD or Personal Identity Verification Cards (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. You must have your CAC or PIV card inserted in your computer during registration if you want to login using your CAC or PIV card. This will allow you to login without a username and password.
Attention DLA Employees or Contractors: This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.
DLA, DOD employee, DOD Contractor, or US Military personnel
Select Your User Type:
User Type
Description
Federal Agency User/Contractor
ect this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.
Supplier/Vendor
Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process.

AMPS User Registration - please fill in the User Information that has red asterisks * and select Next


AMPS User Registration - User Information
Cancel
Back
Next
Please fill out the information below to create your account in AMPS.
AMPS has not detected a user certificate for you. If you have a certificate, and were not prompted to provide it when accessing AMPS, you may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and password once the registration process is complete, regardless of whether you have a certificate or not.
User Information
* First Name TOM
Middle Name
* Last Name JONES
* Email TOM.JONES@MA
* Title MR
User Type Public
* Country of Citizenship US
Contact Information
* Official Telephone 269-961-4000
Official Fax
DSN Phone
DSN Fax
Mobile
Site
AMPS User Registration - Security Information
Cancel
Back
Next
Please enter your security questions and a password which will be used to access AMPS, following the guidelines listed below for each.
Set Security Questions
* Question 1 What is the city of your birth?
Enter 3 or more characters.
* Answer 1
* Question 2 What is your favorite color?
* Answer 2
* Question 3 What is the name of your pet?
* Answer 3
e set your security questions, using the following rules:
u must choose 3 different questions
2) The answers to each question are not case senstive
3) Spaces and other punctuation are allowed
4) Each answer must be between atleast 3 and 40 characters long
5) Each answer cannot be a word contained in the question
Set Password
Enter New Password
Confirm Password
Please set your password, using the following rules:
1) Minimum length of 15 Characters
2) Maximum length of 32 Characters
3) Minimum of 4 Alphabetic Characters
4) Minimum of 2 Numeric Characters
5) Minimum of 2 Lowercase Characters
6) Minimum of 2 Uppercase Characters
7) Minimum of 2 Special Characters
8) Must begin with an Alphabetic Character
9) Must not use any of your previous 10 passwords
10) Cannot use : & " / ' ` \ [ ] ( ) % { } @ $?
11) Must not contain your login name, first name, last name or email address

The AMPS User Registration – Summary Select - Create Account.


AMPS User Registration - Summary
Cancel
Back
Create Account
Please review the information below and use the back button to make any changes to the information. When you are finished, use the Create Account button to complete your AMPS registration.
User Information
First Name
Middle Name
Last Name
Email email@mail.com
Title MISS
User Type Public
Country of Citizenship US
Contact Information
Official Telephone 269.961.4000
Official Fax
DSN Phone
DSN Fax
Mobile
Site Battle Creek, MI
Security Information
Question 1 What is the city of your birth?
Answer 1 ********
Question 2 What is your favorite color?
Answer 2 ********
Question 3 What is the name of your pet?
Answer 3 ********
AMPS User Registration - Confirmation
Your new AMPS account will be ready momentarily.
Please make note of your login name: EMT0434
You may use your login name and password to log into AMPS via the link below.
Login to AMPS

Have a Question?

Contact:

Enterprise Help Desk:

For **AMPS** questions, navigation, technical issues, accessing the portal, AMPS password resets, authentication or error messages:

- 1-855-352-0001 or send an email to enterprisehelpdesk@dla.mil Accessible 24 hours a day, 7 days a week.

DLA Customer Interaction Center:

For all other (eDocs Roles, Registering in eDocs) or general questions:

- 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil Accessible 24 hours a day, 7 days a week.